



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

NOV 21 2016

Aberdeen Captioning, Inc.
22362 Gilberto, Suite 120
Rancho Santa Margarita, CA 92688

Attention: Becky Isaacs, Live Manager

Reference: IFB2000001943; Captioning Services

Dear Ms. Isaacs:

Acceptance Agreement

Contract Number: 4400007297

This Acceptance Agreement signifies a contract award for line items 1 through 4 for Captioning Services. The period of the contract shall be from Date of Award through July 31, 2019, with two (2) one-year renewal options available.

The contract award shall be in accordance with:

- 1) This Acceptance Agreement; and
- 2) The Terms and Conditions of IFB2000001943; and
- 3) Your Bid dated June 15, 2016.

Please note that this is not an order to proceed. A Purchase Order, which constitutes your notice to proceed, will be issued to your firm. Please provide your Insurance Certificate according to Special Provisions paragraph 11 within ten (10) days of receipt of this letter. Contract award documents may be viewed on the Department of Procurement and Material Management website at www.fairfaxcounty.gov/cregister by entering the contract number.

All questions in regards to this contract shall be directed to the Contract Specialist, Theresa Carter at (703) 324-3282 or via e-mail at theresa.carter@fairfaxcounty.gov.

Sincerely,

Cathy A. Muse, CPPO
Director/County Purchasing Agent

Department of Procurement & Material Management

12000 Government Center Parkway, Suite 427

Fairfax, VA 22035-0013

Website: www.fairfaxcounty.gov/dpmm

Phone 703-324-3201, **TTY:** 711, **Fax:** 703-324-3228